



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

## SENIOR ACCOUNTING OFFICER, SPECIALIST

\$4,111 - \$4,997

ACCOUNTING SERVICES BUREAU  
SACRAMENTO

**RESPONSIBILITIES:** Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent is responsible for the coordination, development, analysis, and maintenance of the securities held on deposit by the State Treasurer's Office (STO) and outside depositories; act as a departmental liaison between STO and outside depositories in resolving the more complex security deposit issues; act as a liaison with Administrative Systems Unit (ASU) and Bureau Website Coordinator in maintaining and updating the Securities Database and the securities information posted on CDI's Intranet and Internet websites; make recommendations to management for streamlining the securities processes and procedures as needed; and, act as lead person over the Securities Transaction Unit (STU) within the Tax and Securities Section of the Accounting Services Bureau (ASB).

### DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience in State accounting principles, methods, and procedures;
- Knowledge of general government accounting, budgeting, and fiscal control method;
- Excellent oral, written, and analytical skills; and,
- Knowledge of Microsoft Windows – Word, Excel, and Access.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Senior Accounting Officer, Specialist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Ellen Uy, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Please indicate "Senior Accounting Officer, Specialist #192-4567-TAX" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3381.

**FINAL FILING DATE:** September 29, 2006 or Until Filled

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

pb09/19/06

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.